

**Smallholding worker**

**Job Description & Person Specification**





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| **DUTIES AND RESPONSIBILITIES**  Under the direction of the site manager you will be responsible for ensuring the daily care needs of the animals at the smallholdings are met and to water any plants when required in season.  To report any issues, including environmental, to your line manager.  **Abilities**   * Ability to understand and act upon verbal and written instructions. * Ability to plan and organise work independently where necessary. * Ability to prioritise workload. * Ability to work independently and as part of a team.   **Duties include:**   * Ensuring that all the animals have sufficient food and water * Check that all animals are in good health and immediately report to your line manager if you suspect that an animal is unwell. * In the mornings let the animals out of their pens/sheds to their enclosures for the day. * In the evening close the animals back into their sheds/pens for the night. * Collect any eggs and store in appropriate place. * Water the plants and crops in the polytunnel and greenhouses (under directions from the full-time staff) when required and during the growing seasons. * Complete the communication book, passing over what you have done, recording any issues and passing on other information e.g. the food running low. * Before you leave the site ensure that all buildings are secured and that any alarms are reset. * Administer any medication the animals may on and record appropriately * Check electric fences are in good condition and working * repair minor repairs that may arise   **Health and Safety:**  Under the provisions contained in the Health and Safety at Work act 1979, it is the duty of the employee to:   * Take reasonable care of themselves and others whilst at work. * To co-operate with the Trust as far as necessary to enable them to carry out their legal duty. * Not to intentionally or recklessly interfere with anything provided, including person protective equipment (PPE) for health and safety welfare at work. * To uphold the health and safety rules and regulations set out by the Trust.   **Performance Management**   * To be an efficient, collaborative and effective team member. * To communicate effectively and appropriately. * To feedback observations and ideas and share your learning. * To identify problems and opportunities. * To be proactive. * To seek continuous improvement. * To encourage trust through your own actions. * To take responsibility for and undertake any necessary training. * To fully prepare for appraisal meetings. * To ensure good timekeeping.   **Professional Conduct**   * To always behave in a professional manner. * To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role. * To display a personal appearance that is clean, appropriate, tidy and dress appropriately for the activities you will be undertaking and according to Trust policy. * To uphold and demonstrate the values of The Orchard Trust and apply these to all internal and external interactions. * To express views in a constructive way. * To support other teams where appropriate in order to seek the best outcomes for the Trust. * To seek guidance if in doubt.   **Equality and Diversity**  At all times promote the Trust’s core values of an organisational culture that positively reflects best practice on equality and diversity. |

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| **PERSON SPECIFICATION**  **Personal characteristics**   * Flexible attitude * Open to challenge * Good communicator * Sense of humour * Willing to try new activities * Contribute to effective team work * Organisational skills * “Can do” positive attitude * Able to work on own initiative * Respond to constructive feedback in a positive way * Use reflective practice to improve performance * Encouraging * Adaptable * Self-motivated * Considerate and empathetic * Calm under pressure * Work to high standards * Fit and healthy enough to do sustained physical activity * Willing to promote and market the service to others   **Skills**   * Good time-management and planning skills * Good information gathering and recording skills | **Essential**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√**  **√** | **Desirable** |

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| This job description and person specification is intended as a guide and is not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs of the Trust. |

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.